

OFFICE OF TRAINING

OPERATIONS SCHOOL

Staff Training

CLANDESTINE SERVICE RECORDS II # 6-71
10 - 14 May 1971

Room, 601, Glebe Road

25X1A


Chief Instructor

Room 615, 1000 No. Glebe Rd.
Ext. 3396

Clandestine Service Records II

OBJECTIVES

CS Records II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Service. It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.



A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the student should absorb.

Monday, 10 May 1971

25X1A

0830 - 0900	Administration & Course Introduction
0900 - 0950	Biographic Research in the Clandestine Service An outline of research and investigative procedure. Biographic research at Head- quarters related to investiga- tion at the Field Station.
1000 - 1050	CI/OA: The Relation of its Records to the CS Mission
1100 - 1200	CRS/Biographic Research A description of the materials & services available to the researcher in Central Reference Service.
1200 - 1300	Lunch
1300 - 1350	The Office of Security Index and Biographic Services A description of the services provided by the Office of Security in both the checks of the various other US Govern- ment Agencies and in providing investigative or research services
1400 - 1550	Introduction to non-CS Indices and Files

Tuesday, 12 May 1971

0900 - 1030		25X1A 25X1A
1000 - 1200	Biographic Research Practical Exercise	 OTR/RMO
1200 - 1300	Lunch	
1300 - 1630	Practical Exercise (continued)	

Wednesday, 13 May 1971

0900 - 1200	Practical Exercise (Continued)
1200 - 1300	Lunch
1300 - 1530	Practical Exercise
1530 - 1630	Writing the Meaningful Reply

Thursday, 14 May 1971

0900 - 1700	Biographic Research Practical Exercise (continued)
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Friday, 15 May 1971

0900 - 1130	Critique of Practical Exercise
1130 - 1200	Final Administration